

The answers to the following frequently asked questions are provided as clarification for State-approved Michigan supplemental educational services providers.

How do I change my contact information?

Changes to contact information need to be submitted in writing using one of the following methods:

Email: mde-ses@michigan.gov

Fax: Attention SES, 517-373-4140

Mail: Office of School Improvement-Field Services
Attention: SES, PO Box 30008, Lansing, MI 48909.

Can I change the minimum and maximum number of students I identified in my application?

No. Providers are expected to have provided accurate information in the completed SES application, including but not limited to, the minimum and maximum number of students.

Can I change the grade level I intend to service?

No. Once approved, providers must operate within the information identified in this application. Changes to the grade level serviced could result in major changes to the curriculum information and budget provided in the application.

Can I change my service area?

No. Providers are expected to have provided accurate information in the completed SES application, including but not limited to, the service area.

What can I do if I change my mind and choose not to serve a particular district?

SES providers may be removed from the Approved List at any time for cause. An example of "cause" includes: "...failure or refusal to serve student(s)....within the provider's service area, **except** when the total number of students requesting services does not meet the minimum stated in the SES provider's application or when additional students would cause the SES provider to exceed its capacity."

What if a district refuses to contract with me or doesn't answer my phone calls?

Districts are required to initiate the contracting process with all providers who elected to serve students in that specific district, unless the State has subsequently suspended or removed a provider. It is the district's responsibility to contact you and identify the requirements of its contracting process. All districts have been notified of this responsibility. If a district does not return your call, please be patient. There are many approved providers, and sometimes only one district SES representative. If you continue to experience problems, feel free to contact us at the Office of School Improvement.

Important Reminder:

A violation of any of the Responsibilities of Approved SES providers, Assurances, Provider Code of Ethics, 2007-2008 Provider Application or any other SES Policies or Guidelines could result in a provider being removed from the Approved List. If a provider is removed from the Approved List, it may not reapply for two (2) academic years.